

4.3 PLANNING

4.3.3 OBJECTIVES AND TARGET(S)

Auditor Name and Date: _____

Organization and Department Audited: _____

Personnel Interviewed: _____

STANDARD REQUIREMENTS

4.3.3 The organization shall...

Conforms (Y/N)

...establish and maintain documented environmental objectives and targets at each relevant function and level within the organization.	
...establish objectives and targets that are consistent with the environmental policy, including the commitment to prevention of pollution.	
When establishing and reviewing its objectives, an organization shall consider:	
<ul style="list-style-type: none">the legal and other requirements;	
<ul style="list-style-type: none">its significant environmental approach;	
<ul style="list-style-type: none">its technological options	
<ul style="list-style-type: none">its financial, operational and business requirements;	
<ul style="list-style-type: none">the views of interested parties,	

NOTES:

OVERALL CONFORMANCE: YES NO

4.3.3 Objectives and Targets: Supplemental Questions by Function

<i>DEPUTY DIRECTOR</i>		OBJECTIVE EVIDENCE
a.	What are the environmental objectives and targets for your Division and what role did you play in their development?	
b.	How does management keep abreast of the progress in meeting their objectives and targets?	
c.	How often are you informed of the status of the objectives and targets?	
d.	On what basis are the objectives and targets reviewed and revised?	

<i>EMS REPRESENTATIVE</i>		OBJECTIVE EVIDENCE
a.	How were objectives and targets for the Division determined and by whom?	
b.	How did you consider... legal and other requirements when setting the objectives and targets? ...views of interested parties?	
c.	Give examples of how the objectives and targets have evolved over time.	
d.	How do you ensure that the objectives and targets are consistent with the environmental policy.	
e.	Give an example of how financial, operational, or business requirements have affected the objectives and targets.	

<i>SENIOR STAFF</i>		OBJECTIVE EVIDENCE
a.	What are the Division's objectives and targets?	
b.	Did you have input in setting the objectives and targets?	
c.	How are you tracking the progress toward meeting these goals within your section?	
d.	How were the objectives and targets communicated to your staff?	

4.3.3 Objectives and Targets: Supplemental Questions by Function (cont.)		
<i>DIVISION PERSONNEL</i>		OBJECTIVE EVIDENCE
a.	Have you been told of the environmental objectives and targets i.e. “environmental goals” of the Division?	
b.	How were they related to you?	
c.	What could you personally do to help the Division achieve its environmental goals?	
d.	Does anyone relate to you the progress in achieving the objectives and targets?	

NOTES:

<p>DOCUMENTS:</p> <ul style="list-style-type: none"> <input type="checkbox"/> <u>Procedure to identify objectives and targets.</u> <input type="checkbox"/> Documentation of the responsibilities for developing, reporting, tracking, and revising objectives and targets (remember that the responsibility may rest with more than one individual). <input type="checkbox"/> List of objectives and targets and their connection to significant aspects. <input type="checkbox"/> Records of meetings or communications with interested parties. <input type="checkbox"/> Internal communications concerning objectives and targets.
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EMS LINKS:

- Policy
- Environmental Aspects
- Legal and Other Requirements
- Environmental Management Program
- Communication
- Operational Control
- Monitoring and Measurement
- Management Review